

Immediate

No. 8/2/2017-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

Lok Nayak Bhavan, New Delhi

Dated the 24th July, 2017

OFFICE MEMORANDUM

Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 31/07/2017 to 01/09/2017.

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. 31/07/2017 to 01/09/2017. Accordingly, these officers may be relieved of their duties and advised to report to **Ms. Anurag Devgan, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 31st July, 2017.

2. The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for their promotion. No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T OM No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E)** dated 12th July 2013 and as vigilance clearance is not required for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

4. The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.

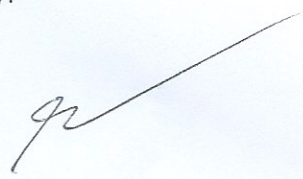


5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of Rs. 20,000/- each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016) which are reproduced below: -

- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) Postponement of participation from the **first chance to second chance** would be allowed only with the prior approval of DoPT. However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/grade/increment in relaxation of the Rules. It is reiterated that the officer will be entitled for the respective promotion/grade/increment only after he/she successfully completes the respective cadre training programme for CSS.
- (iii) Postponement of participation from the **First chance to Second chance** would be allowed by DoPT only in the case of rare and extraordinary circumstances, which are defined as under:
 - (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the Officer.
 - (c) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (d) Child care leave approved by competent authority.
 - (e) Marriage of self/the children.
 - (f) Officers on Election duty.



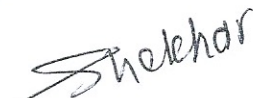
- (iv) CSS Officer deputed by Government of India to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- (v) Officers of CSS cadre who have less than two years of service left for superannuation as on 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- (vi) The officers who do not attend the mandatory training programmes even after two nominations of CS Division, shall be debarred for future training programmes under the Cadre Training Plan.
- (vii) Failure to attend any level of the mandatory training Programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception.
- (viii) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (ix) In the case of officers leaving the training, in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such officer for non-completion of training.
- (x) **Authority empowered to permit postponement:** The cases relating to postponement will be handled by CS Division of DOPT. The postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division). No postponement may be permissible beyond 2nd chance. In exceptional cases, Secretary (P) can give permission beyond 2nd chance if the Officer is not able to attend the training on a case to case basis.
- (xi) The officer nominated for training shall be relieved for training by the respective Ministries/Departments/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DOPT.
- (xii) The Officers who have been nominated by CS Division of DOPT under 2nd chance shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

8. It can be seen from the above that the officers who do not attend the mandatory training programmes even after two nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and failure to attend any level of the mandatory training programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception. In addition, administrative action may be taken to deny grant of promotion to such debarred officers.

9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.



10. Confirmation with regard to the participation of the officers may please be sent immediately to **Ms. Anurag Devgan, Assistant Director, (Course Director), ISTM New Delhi** who is accessible on Phone No. 26185310 (O), M. No. 9868224368.


(Chandra Shekhar)

Under Secretary to Government of India
Tele. : 24624046

To

Min/Dept.of
Joint Secretary(Admn.)

New Delhi.

Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13th December, 2013.
2. ISTM, (Ms. Anurag Devgan, Assistant Director, (Course Director), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 31st July, 2017 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. Section Officer (S), CS.I, DOP&T – Kindly confirm the training status of the officers before considering their promotion.
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)
7. Guard File.

ANNEXURE**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM
31/07/2017 TO 01/09/2017**

S. No.	Year/CSL No. (S. No. in List)	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WORKING Ministry/Department	WHERE
1	2004/83	Samar Mazumdar*	31/01/60	HFW	
2	2005/618	Bhanu Kumar*	26/07/83	Rural Devp.	
3	2005/634	Abhijit Amitabh Kumar*	28/12/81	Home Affairs	
4	2005/639	Aditya Kumar*	01/03/79	Fertilizers (Pharma)	
5	2005/664	Rajesh Kumar Vaishnav*	29/07/79	Planning Com	
6	2005/674	Mahinder Singh*	16/01/80	Fertilizers	
7	2005/678	Akhilesh Kumar *	15/12/82	Fertilizers (Pharma)	
8	2005/687	Ashok Kumar Bharti*	05/06/84	Rural Devp.	
9	2005/689	Manoj Kumar*	17/06/78	Home Affairs	
10	2005/694	Mukdam Lal Meena*	02/05/85	Commerce	
11	2005/698	Ashutosh*	01/08/81	Planning Com	
12	2005/700	Hansraj*	19/05/77	Telecom	
13	2005/707	Sandeep Kumar Meena*	30/11/82	Water Resources	
14	2005/717	Shiv Narayan Meena*	10/02/82	Home Affairs	
15	2005/723	Ved Prakash Meena*	27/09/75	UPSC	
16	2005/725	Sunil Kumar Meena*	15/09/84	Home Affairs	
17	2006/751	A K Verma	16/02/62	R.D.	
18	2006/772	Ajay Kumar Gupta*	12/12/85	Shipping	
19	2006/779	V. Raghavan*	10/05/63	Corporate Affairs	
20	2006/803	Madhu Jain*	25/01/60	Civil Aviation	
21	2006/823	Ranjeet Kaur*	01/04/65	Posts	
22	2006/847	Venkatesh Iyer*	31/12/62	Mines	
23	2005/561	Navin Chandram	01-03-79	Expenditure	
24	2006/853	Sunita Handa	20-02-65	Personnel & Trng.	
25	2006/859	Rohtash Kumar	01-01-64	Expenditure	
26	2006/863	Balbir Singh	22-02-61	Expenditure	
27	2006/865	Rajinder Singh Thakur	10-10-60	Rural Devp.	
28	2006/876	Mukesh Kumar	15-02-80	Higher Education	
29	2006/881	Kalpana Sharma	02-07-65	Expenditure	
30	2006/883	Rita Angrish	04-02-64	Expenditure	
31	2006/885	Krishan Kumar	28-08-59	Expenditure	
32	2006/889	Kanchan B. Malhotra	06-08-63	Expenditure	
33	2006/899	Gyan Singh	01-04-63	Expenditure	
34	2006/901	Om Prakash Katoch	10-04-64	Expenditure	
35	2006/902	Rakesh Kumar Sinha	20-11-80	Home Affairs	
36	2006/903	Vijay Kumar	11-05-60	Expenditure	

37	2006/907	Rajinder Prasad	09-03-63	IPP
38	2006/919	Lekh Raj	10-05-60	Expenditure
39	2006/925	K.K. Saha	02-07-60	Legal Affairs
40	2006/927	Rajender Kumar	01-05-60	Legal Affairs
41	2006/936	Urmila Sharma	24-12-84	Urban Development
42	2006/937	Kuhu Acharyya	06-01-60	Defence
43	2006/943	Prem Singh	27-11-59	UPSC
44	2006/944	Pradyumn Kumar	10-06-84	Home Affairs
45	2006/950	Shashi Bhooshan Kumar	28-12-78	Home Affairs
46	2006/952	Rama Kumari	28-02-82	I&B
47	2006/955	G.K. Ahuja	27-10-63	Defence
48	2006/961	Seema Sharma	17-08-63	Women & Child Devp.
49	2006/965	Rakesh Bhatia	08-10-63	Defence
50	2006/970	Anoop Kumar	11-04-79	Agriculture & Coop.
51	2006/973	Umesh Chand	05-11-63	Defence
52	2006/974	Vijay Kumar Thakur	04-08-79	Posts
53	2006/977	Jawahar Singh	22-04-65	Expenditure
54	2006/979	Amar Chand Sarkar	25-07-59	Agriculture & Coop.
55	2006/983	Nirja Solanki	01-01-62	Civil Aviation
56	2006/985	J.S. Rawat	19-12-61	Civil Aviation
57	2006/987	M.P. Sharma	07-10-59	Civil Aviation
58	2006/988	Kapleshwar Mishra	15-12-73	IPP
59	2006/991	Usha Kalra	07-01-62	Civil Aviation
60	2006/992	Nutan Kumari	30-12-79	Urban Development

*** SECOND & FINAL NOMINATION**

Note:

(1) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat (CSS). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.

(3) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.

